

***PLUMAS COUNTY  
CHILDREN and FAMILIES COMMISSION***



**REQUEST FOR APPLICATIONS FOR  
SERVICES FOR CHILDREN AND FAMILIES**

**RFA #PCCFC 2002-03**

**Post Office Box 3140/1446 East Main Street  
Quincy, California 95971  
(530) 283-6159**

**October 2001**

# **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

## **INDEX**

	<b>PAGE</b>
<b>SCHEDULE AND DEADLINES</b>	<b>2</b>
<b>GENERAL INFORMATION</b>	
A.    Introduction	3
B.    Establishment of PCCFC	3
C.    Strategic Plan Objectives	4
D.    Scope of Funding and Contract Term	4
<b>APPLICANT ELIGIBILITY</b>	<b>4</b>
<b>APPLICATION SUBMISSION</b>	<b>5</b>
A.    Format of Application	5
B.    Application Submission Instructions	6
C.    Technical Assistance Workshops	6
D.    Questions Regarding This RFA	6
E.    Application Evaluation and Award Process	7
F.    Alteration/Modification of Applications	7
G.    Withdrawal of Application by Applicant	8
H.    Data and Evaluation Component	8
I.    Awards/Notification of Intent to Award	8
J.    Contract Award Protest Procedures	9
K.    Final Application Awards	9
<b>RESPONSIBILITIES</b>	<b>9</b>
A.    Contractors	9
B.    PCCFC	10
<b>ATTACHMENTS</b>	
Attachment 1:    Cover Sheet	11
Attachment 2:    Specific Areas and Number to be Served	12
Attachment 3:    Application Narrative	13
Attachment 4:    Budget Request Form	22
Attachment 5:    Budget Justification	23
Attachment 6:    Project Requirements Checklist	24
Attachment 7:    Technical Assistance Workshop	25
Attachment 8:    Sample Annual Report Form	26
Attachment 9:    Strategic Plan Summary (Revised)	27
Attachment 10:   General Policies Addendum	30

# **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

## **TENTATIVE SCHEDULE OF EVENTS**

1. Release RFA-----October 1, 2001
2. Technical Assistance Workshops-----October 25 & 26, 2001
3. Application Submission Deadline-----November 16, 2001
4. Notice of Intent to Award Posted-----December 6, 2001
5. Last Day to Submit the Intent to Protest-----December 13, 2001
6. Final Intent to Award Posted-----December 14, 2001
7. Contract Start Date-----January 14, 2002
8. Funding Cycle Ends-----June 30, 2003

# PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

## GENERAL INFORMATION

### A. Introduction

In November 1998, the voters of California passed Proposition 10, the “California Children and Families Act of 1998.” The resulting programs are funded from additional excise taxes imposed on tobacco products and are directed to promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The Act facilitates the creation and implementation of comprehensive and collaborative systems and services to enhance optimal early childhood development. It emphasizes local decision making to provide for greater flexibility and access to services.

The Proposition 10 programs are administered by the California Children and Families Commission and by county children and families commissions appointed by local boards of supervisors. Before county commissions can allocate these funds, they must adopt comprehensive strategic plans consistent with the intent of the Act.

### B. The Plumas County Children and Families Commission

On December 15, 1998, the Plumas County Board of Supervisors established the Plumas County Children and Families Commission (hereafter referred to as “the Commission”). The Commission developed the following vision and mission statements as guides for the strategic planning and allocation processes needed to put the principles of Proposition 10 into action.

**VISION** - *All Plumas County children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive well-adjusted members of society.*

**MISSION** – *Develop and implement a comprehensive high-quality, community-based, countywide system of continuous prevention, early intervention, and early childhood development services to improve environments critical to the health and well being of young children prenatal to age five and their families. Through the integration of health care, quality childcare, education, and other effective programs, families, children and caregivers will be provided with the tools necessary to foster secure, healthy and loving environments. These positive environments will lay the emotional, physical, and intellectual foundation for every child to reach his/her potential.*

Through an extensive planning process that involved data gathering and community input, a *Strategic Plan* was developed and adopted by the Commission in June 2000. The Strategic Plan established priorities and an allocation plan to initiate a framework to maximize the benefit delivered from the resources generated through Proposition 10.

A copy of the Strategic Plan Summary is included as Attachment 9. Copies of the entire Strategic Plan can be located on the Commission’s WEB Page [www.ccfc.ca.gov/plumas](http://www.ccfc.ca.gov/plumas), or by calling (530) 283-6159.

## PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

### C. Strategic Plan Objectives and Priorities for Allocation

The Commission developed three major objectives in its Strategic Plan to address the needs of children and families for improved health and preparation for entry into school. The objectives were grouped into the following three categories: Healthy Children, Strong Families, and Children Learning and Ready for School.

### D. Scope of Funding and Contract Term

The maximum amount available through this Request for Applications (RFA) process is \$150,000.00 to support the following funding prioritization from 1/1/02-6/30/03:

Funding Prioritization		
Strategic Goals/Categories	Objective	Funding Cycle 03/01-02/02
<b>Healthy Children</b> 1. All pregnant women will receive prenatal services and education.  2. Increase access to early intervention health screening and services, including special needs children 0-3 years.  3. Build capacity for children and parents to obtain assistance with behavioral and emotional problems, either at home or in childcare settings	1. Enhancing awareness and services  2. Enhancing awareness and services  3. Enhancing services	<b>Up to \$150,000 for one or any combination of these categories.</b>
<b>Strong Families</b> 1. Expand parent support services.	1. Enhancing awareness and services.	
<b>Children Learning and Ready for School</b> 1. Build capacity of infant and toddler childcare	1. Enhancing services	

The Commission reserves the right to award contracts in a lesser amount if the needs identified with these objectives are not sufficiently addressed. The term of the contracts issued as a result of this RFA will be from January 1, 2002 to June 30, 2003.

### APPLICANT ELIGIBILITY

To apply for funds under the Plumas County Children and Families Commission Request for Applications (RFA), applicants may be a community-based organization, association, faith community, agency, corporation, individual, business, school, college, university, or a municipality or unit of government located in Plumas County. Non-profit, public charity, religious, and other similar organizations exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code must submit proof of their non-profit status within the application.

## PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

Faith communities may apply. Active participation in the faith cannot be a prerequisite for individuals receiving services utilizing Proposition 10 dollars.

### APPLICATION SUBMISSION

**Organizations intending to submit an application for Plumas County Children and Families Commission funding were required to submit a Letter of Intent, that must have been received by September 28, 2001 at 5:00 p.m., at the Commission office indicating that they intend to submit an application in response to this RFA #PCCFC02-03. Applications will not be accepted or evaluated from entities that fail to submit a Letter of Intent.**

#### A. Format of Application

1. **Submit one (1) original application set and five (5) copies.** The order in which items in the applications are presented must follow the following order (a-g). An application set is defined as containing the following completed forms which are attached in the appendices of this RFA:
  - a) The Cover Sheet (Attachment 1)
  - b) Specific Areas and Numbers to be Served (Attachment 2)
  - c) Application Narrative (Attachment 3)
  - d) The Budget Request Form (Attachment 4)
  - e) Budget Justification Form (Attachment 5)
  - f) Project Requirements Checklist (Attachment 6)
  - g) Letters of Collaboration
2. **Application must be typed, double-spaced**, no smaller than 12-point pitch. Allow at least 1-inch margins at top, bottom, and sides of the paper. The name of the applicant agency must appear at the top of each page. All pages must be numbered sequentially.
3. **Do not put application in binders.** A simple clasp or staple is acceptable.
4. The signature on the Cover Sheet **must be signed in blue ink** in the original application package. Signature stamps are not acceptable. The five additional copies may include photocopied signatures. **An official authorized to bind the entity must sign.**
5. The narrative portion of the application, (excluding attachments/forms) **must not exceed 12 pages, double-spaced.**

## PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

### B. Application Submission Instructions

Applications (**original and five copies**) must be assembled together, placed in one package and submitted as follows:

PROPOSAL RFA PCCFC-02-03

Plumas County Children and Families Commission

Post Office Box 3140/1446 East Main Street

Quincy, California 95971

Application may be mailed or hand delivered, but regardless of the postmark date, **must be received in the Commission office by 5:00 p.m., November 16, 2001.**

Applicants are cautioned that the processing time of U.S. mail can add extra time to the delivery time of mail. Applications, regardless of the postmark, received after the application submission deadline, will be returned unopened.

All applicants agree that, in submitting a proposal, they authorize the Commission to verify any references' names in their application.

### C. Technical Assistance Workshops

The Commission will conduct voluntary technical assistance workshops to clarify the contents of this RFA. It is not intended to provide technical assistance to applicants on how to prepare their application packages, nor is it intended to add information to this RFA. The purpose is to answer previously submitted questions, clarify any ambiguities, to accept written questions to be answered at the workshop or take them under submission to be answered in writing at a later time. Such clarifications may aid potential applicants in deciding whether to submit applications. It is highly recommended that applicants attend one of the voluntary workshops. (Attachment 7 contains details and an RSVP form that you need to return.)

### D. Questions Regarding This RFA

A summary of the issues raised and questions answered about the RFA at the technical assistance workshops, as well as a summary of previously answered questions and the respective responses, will be prepared in written form and sent to all persons requesting a copy of this RFA and to all persons in attendance at the workshops. The written summary will be the official response to all questions, including those answered verbally. Any questions received prior to the technical assistance workshops will be distributed to the persons attending the workshops.

If for any reason it becomes necessary for the Commission to amend or modify this RFA prior to the technical assistance workshops, the Commission will issue an addendum to this RFA and send it to all persons/entities requesting copies of the RFA. If as a result of the questions or issues raised at the technical assistance workshops it becomes necessary for

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

the Commission to amend or modify this RFA prior to the application submission deadline, the

Commission will issue an addendum to the RFA and send it to those entities that have requested copies of this RFA.

Applicants are encouraged to read through the RFA and submit questions **in writing**. Questions can be submitted via fax to (530) 283-6425, or via e-mail at [ellenv@psln.com](mailto:ellenv@psln.com) or to Ellen Vieira, Plumas County Children and Families Commission P.O. Box 1341, Quincy, CA 95971. Questions must be received by the date and time indicated below. Please call (530) 283-6159 if you seek to confirm receipt of fax.

**After 4:30 PM on November 2, 2001, no questions regarding this RFA will be accepted verbally or in writing.**

### **E. Application Evaluation and Award Process**

The Commission will select an evaluation team to review and score each application to determine its responsiveness to the requirements of this RFA as well as the Commission's needs. There will be three evaluators to review and score each application and make recommendations to the Commission. The evaluation categories and the maximum number of points possible for each are as follows:

<u>Category</u>	<u>Maximum Score</u>
Agency Description/Capability	15 points
Project Description/Identified Need	40 points
Community Profile	15 points
Staff Qualifications	10 points
Evaluation Plan	10 points
Budget	<u>10 points</u>
	100 points

An application must attain a minimum score of 70 points to be considered for funding under this RFA. Funding recommendations will be based upon responsiveness to this RFA, congruence with the identified needs of Plumas County, funding availability, and the recommendations of the evaluation team. Proposals found to be unresponsive for any reason may be rejected from further consideration. The Commission reserves the right to reject any or all applications without remedy to the applicants. There is no guarantee that a contract will be awarded after evaluation of all applications.

### **F. Alteration/Modifications to Applications**

Applications must be complete when submitted. No changes, modifications, corrections or additions may be made to the applications once they are filed with the Commission. However, an application may be withdrawn in its entirety.



## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

### **G. Withdrawal of Application by Applicant**

An application may be withdrawn by submission of a written request signed by a duly authorized officer or representative of the proposing organization. Submit a withdrawal request as follows:

#### **WITHDRAWAL OF RFA 02-03**

Ellen Vieira, Executive Director  
Plumas County Children and Families Commission  
P.O. Box 3140  
Quincy, CA 95971

### **H. Data and Evaluation Component**

The goal of evaluation activities under this RFA is to collect information that will allow the Commission, the state legislature, the public, and contracting agencies to assess the success of the initiative. Funded projects/contractors will be required to collect demographic and service data that characterize the services provided through grant funding. The evaluation plan submitted by applicants (Attachment 3) will form the foundation of your project's evaluation and data reporting requirements. In addition, you may be required to collect other specific information pertinent to your project and to support the State Commission's evaluation efforts.

### **I. Notification of Funding Recommendations**

Written notification of the Commission's Intent to Award will be faxed, and a hard copy mailed, to all applicants notifying them of the selected organizations and the contract amounts on December 14, 2001.

### **J. Contract Award Protest Procedures**

1. An applicant that has submitted an application may file an initial brief Notice of Intent to Protest within (5) working days after the Notice of Intent to Award is posted in the Commission office.
3. Within five (5) calendar days after filing the intent to protest, the protesting applicant shall file with the Commission a full and complete written statement specifying the grounds for the protest.
4. Protests must state the reasons, law, rule, regulation or practice that the applicant believes has been improperly applied in regard to the evaluation or awarding of the contract.

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

5. Protests are to be labeled and addressed as follows:

**PROTEST TO RFA PCCFC-02-03**

Plumas County Children and Families Commission  
Post Office Box 3140/1446 East Main Street  
Quincy, California 95971

6. The contracts will not be awarded until all protests are either withdrawn or resolved to the satisfaction of the Commission.

### **K. Final Application Awards/Notification of Intent to Award**

Contracts awarded to eligible responsive applications will be awarded only after a "Notice of Intent to Award" has been posted for five (5) working days at the Commission's office, 1446 East Main Street, Quincy, CA 95971. Written notification of the Commission's Intent to Award will be faxed, and a hard copy mailed, to all applicants with a Letter of Intent on file notifying them of the identity of the selected applications and the contract amounts.

All applications, evaluation and scoring sheets and supporting materials supplied by applicants will be available for public inspection on the day of the Notice of Intent to Award is posted.

## **RESPONSIBILITIES**

### **A. Contractors**

The contractor must be able to enter into a contractual agreement as defined in Attachment 10. Additionally, contractors shall deliver to the Commission the following reports, tools, and materials for review and approval:

1. The final draft of the scope of work that will be used to accomplish the applicant's objectives. If the Commission requires revisions during the contract negotiation process, they must be completed no later than January 31, 2002.
2. Written, quarterly summary progress and financial reports must be submitted to the Commission on all major activities accomplished or in progress. The final report should include a summary description of all activities performed under this RFA and describe how the goals and objectives were met.
3. Manage and monitor the project on an ongoing basis to ensure the quality and timeliness of the work performed.
4. Attend a year-end meeting with other program contractors and the Commission to discuss project findings, conclusions and recommendations.

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

### **B. The Children and Families Commission Responsibilities**

The Commission will provide ongoing consultation and technical assistance to the contractor.

**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

***ATTACHMENT 1***  
***APPLICATION COVER SHEET***

(Use this form for your front cover)

**RFA PCCFC-02-03**

**Direct Services and Service Integration**

\_\_\_\_\_  
Name of Agency/Organization

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Program Contact Person /Title

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Agency Mailing Address

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Physical Address(es) of Program Site for this Application, if different

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Fed. Tax I.D. # or SNN

Amount of Contract Application Request:

PLEASE CHECK ALL THAT APPLY:

January 1, 2002 to June 30,2003

- ☐ Objective 1: Healthy Children \$ \_\_\_\_\_
- ☐ Objective 2: Strong Families \$ \_\_\_\_\_
- ☐ Objective 3: Children Learning and Ready for School \$ \_\_\_\_\_

Total Amount requested \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Agency Director

\_\_\_\_\_  
Signature of Agency Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of President or  
Chair of Board of Directors

\_\_\_\_\_  
Signature of Chair or President of  
Board of Directors

\_\_\_\_\_  
Date

**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

**ATTACHMENT 2  
SPECIFIC AREAS AND NUMBERS TO BE SERVED**

Specific community area(s) to be served with these funds: [Check all that apply]

Lake Almanor Basin  
Chester

Quincy  
Meadow Valley  
LaPorte

Mohawk Valley  
Graeagle/Blairsdan/Clio  
Sloat/Cromberg

Indian Valley  
Taylorsville  
Greenville  
Canyon Dam  
Twain

Eastern Plumas County  
Chilcoot/Vinton  
Sierra Valley  
Portola

County-wide

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CLIENTS: Total # of unduplicated children and families expected to be served by this project:  
(Enter "0" if none)

**Number of Adults:** # to be served

Parents or expectant parents \_\_\_\_\_

Foster parents \_\_\_\_\_

Grandparents/other relatives \_\_\_\_\_

Teachers/Caregiver(s)/Providers \_\_\_\_\_

Medical, Social Service Professionals \_\_\_\_\_

Other (specify)\_\_\_\_\_

**Number of Children:**

Children 0-5 years old \_\_\_\_\_

# PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

## ATTACHMENT 3

## APPLICATION NARRATIVE

**Please answer each question as completely as possible. Do not exceed the space provided. Answers to Application Attachment 3 must not exceed twelve (12) pages total.**

## 1. Agency Description/Capability

- a) **Provide a brief history of your organization/agency. When was it established? What services/programs does it provide, and to whom? Attach a copy of your organizational chart and a list of the Board Members.**
- b) **Provide examples of a past accomplishment or a current project that relates to the purpose of this RFA. Please describe your organization's experience working with socially and geographically isolated communities as well as communities and populations with diverse cultural, linguistic, or other special needs.**

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

### **2. Project Description**

- a.) Describe what you hope to accomplish in this project, and why there currently exists an unmet need. Include local data to help support your description of service gaps and access barriers to the service(s) you are proposing.**

- b) What is the length of time, in weeks and months, required to complete this project? If your project requires a planning phase (not just the usual time required for project start-up) provide a rationale for this and describe the major activities that will occur in the planning and implementation phases and provide the expected timeline.**

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

- c) What are the major tasks or activities you will undertake to accomplish this project? Explain how these activities are expected to lead to success?**
- d) Address the area of collaboration and identify the other organizations whose cooperation/participation is necessary to ensure the success of your project and what specific roles these key partners will play. Please identify the individuals/organizations involved by attaching appropriate Letters of Collaboration or Commitment of any such organizations, signed by an official authorized to bind the agency.**



## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

### **3. Community Profile and Identification of Need**

- a) Briefly describe the community(ies) to be benefited by the proposed project. What are the local challenges that make program development for children age 0-5 and their families or caregivers difficult?**

**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

**b) What resources (services/programs) are most lacking? How will this proposal address that deficiency? Describe specifically how you plan to serve under served/isolated communities to reduce barriers and increase utilization of services.**

# PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

#### 4. Staff Qualifications

- a) **Identify existing or proposed staff by their titles and function (not by name). Briefly describe their role in this project.**
- b) **Describe the expertise of the proposed staff as it relates to this project.**
- c) **Identify any consultants who will be involved in implementing the project, and their proposed role. (Write “not applicable” if no consultants/agency mentors will be used.)**

## PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

### 1. Evaluation Plan

- a. What results for young children and for families do you expect to achieve as a result of this project? (List as many as appropriate)

#### **Result 1**

Example: Increased availability of infant childcare slots

#### **Result 2**

#### **Result 3**

#### **Result 4**

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

- b) How will you demonstrate that you have accomplished these results? (List specific indicators/information that will be measured/collected to demonstrate your progress for each result listed in part a.)**

### **Result 1**

Example: number of childcare slots created, location of opening, cost of childcare, credentials of provider, time childcare is available

### **Result 2**

### **Result 3**

### **Result 4**

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

**c) How do these expected results address the Strategic Plan for the Plumas County Children and Families Commission, and prepare your organization to better provide services to young children and their families?**

PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

ATTACHMENT 4  
**BUDGET REQUEST FORM**

			Amount <u>Requested</u>
I.	PERSONNEL		
	<u>Position Title</u>	<u>Salary Range</u>	<u>FTE</u>
	A.		_____
	B.		_____
	C.		_____
	D.		_____
	E.		_____
	F.		_____
	Benefits @ ____%		_____
	Subtotal Personnel		_____
II.	OPERATING EXPENSES		
	A. Rent and Utilities		_____
	C. Equipment Lease		_____
	D. Travel		_____
	E. Consultants (if any)		_____
	F. Other (please specify)		_____
	Subtotal Operating Expenses		
III.	INDIRECT COSTS @ _____% of Personnel & Operating Expenses		_____
IV.	<b>Budget Total</b>		_____

**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

**ATTACHMENT 5**

**Budget Justification Form**

a) Identify other resources, matching or in-kind funds available, if any, from your organization or another organization(s) to support this project.

b) Describe here expenses from Attachment 4, or any item in the budget whose purpose may not be obvious or clear.

a) Attach proof of fiscal solvency (i.e. recent CPA audit, unless exempt)



**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

**ATTACHMENT 6**

**PROJECT REQUIREMENTS CHECKLIST**

(To be completed by the applicant)

	Yes	No
1. My organization is a non profit agency, has submitted proof as non-profit status, or is an association (including a joint venture), corporation, college, university, or a municipality or unit of government located in (County) _____ <b>or</b> My organization is a private business in compliance with all local, state, and federal requirements that may apply.	<input type="checkbox"/>	<input type="checkbox"/>
2. My organization has the relevant experience and capability to perform the work described in this proposal, and certifies that adequate internal controls are in place to manage and meet all terms and conditions of the contract.	<input type="checkbox"/>	<input type="checkbox"/>
3. My organization has submitted proof of its financial solvency as evidenced by the most recent CPA audit (unless exempt), and fully explained any exceptions.	<input type="checkbox"/>	<input type="checkbox"/>
4. My organization has completed and included the following items for this application:	<input type="checkbox"/>	<input type="checkbox"/>
1) Cover Sheet (Attachment 1)	<input type="checkbox"/>	<input type="checkbox"/>
2) Specific Areas and Numbers to be Served (Attachment 2)	<input type="checkbox"/>	<input type="checkbox"/>
3) Application Narrative (Attachment 3)	<input type="checkbox"/>	<input type="checkbox"/>
a) Agency Description/Capability	<input type="checkbox"/>	<input type="checkbox"/>
b) Project Description	<input type="checkbox"/>	<input type="checkbox"/>
c) Community Profile and Identification of need	<input type="checkbox"/>	<input type="checkbox"/>
d) Staff Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
e) Evaluation Plan	<input type="checkbox"/>	<input type="checkbox"/>
4) Budget Request Form (Attachment 4)	<input type="checkbox"/>	<input type="checkbox"/>
5) Budget Justification (Attachment 5)	<input type="checkbox"/>	<input type="checkbox"/>
6) Project Requirements Checklist (Attachment 6)	<input type="checkbox"/>	<input type="checkbox"/>
7) Organization Chart and Board Membership List	<input type="checkbox"/>	<input type="checkbox"/>

*\* If "N/A is responded, please note the reason for the requirement being non-applicable*

PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION

**ATTACHMENT 7**  
**TECHNICAL ASSISTANCE WORKSHOP**  
**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**  
**RSVP FORM**

To ensure adequate space and materials at this voluntary workshop, please complete the following information and mail or FAX to (530-283-6425) the Plumas County Children and Families Commission by **October 8, 2001**:

Plumas County Children and Families Commission  
Post Office Box 3140/1446 East Main Street  
Quincy, California 95971  
(530) 283-6159  
**(530) 283-6425 FAX**

We have submitted a Letter of Intent and plan to attend the voluntary Technical Assistance Workshop on (*check only one*):

- ☐ October 25, 2001 12:00-2:00 p.m.  
Plumas County Public Works Dept, 1834 E. Main Street, Quincy
- ☐ October 25, 2001 3:00-5:00 p. m.  
Portola Public Library, 34 Third Ave., Portola
- ☐ October 26, 2001 10:00 a.m. – 12:00 p.m.  
Almanor Basin Community (ABC) Center, 372 Main Street, Chester
- ☐ October 26, 2001 2:00 – 4:00 p.m.  
Town Hall, 120 Bidwell Street, Greenville

B. How many people from your organization plan to attend? \_\_\_\_\_

C. Name and address of agency/organization:

---

---

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D. Name and telephone number of contact person for the organization:

---

**PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

***ATTACHMENT 8***

**SAMPLE Interim Contract Grant Reporting Form**

---

**Contractor/Grantee:**

**Contract Number:**

**Date**

**Approved:**

**Contract/Grant Amount:**

**Report Period:**

---

**Please use an attached sheet to answer the following questions:**

1. State the grant objectives/expected results (it should match the language in the evaluation plan section) as listed in your award letter. Do you expect the objectives of this grant to be completed by the end of the grant period? If no, please explain.
  2. Describe the activities conducted during this report period that lead to achieving the above objectives.
  3. Identify the number of clients served in activities funded by this project. Client demographic information should be submitted including: age (0-5,6-18, or adult), ethnicity, and parental status.
  4. Have any major issues been encountered or anticipated in the administration of your project or program? If yes, how did you or how will you resolve the issue(s)?
  5. Have you received any feedback from the public or clients?
  6. Please provide any additional comments you feel are pertinent to PCCFC understanding of your accomplishments to date with respect to the satisfaction of the grant objectives.
  7. Attach a financial report giving a breakdown of expenditure of all grants funds to date.
- 

**This report is due to PCCFC by: Date\_\_\_\_\_**

**All future grant payments are conditioned upon PCCFC receipt of complete and timely reporting from grantee. Please include this cover sheet with your full narrative and financial report.**

**Report prepared by:** \_\_\_\_\_  
Signature Title

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

## **Attachment 9 Strategic Plan Summary**

### **Background & process**

Revised 8/8/01

The Plumas County Children and Families Commission's (PCCFC) strategic plan is based on available data and extensive community input. The process that PCCFC used in developing the plan began with a review to collect data from secondary resources. The goal was to define the needs of children and their families in Plumas County, the existing assets to meet those needs and identify service gaps. Data collection led to the development of two comprehensive countywide matrices for the years 1996-1998; one for needs, the other for assets. Data collection was followed by a countywide community survey regarding perceived community needs, assets, and service gaps. The surveys were distributed at post offices, Plumas Children's Network offices, to parents of elementary school children, childcare providers, and other locations. The third resource of community needs was a series of focus groups held throughout the county.

### **Goals**

From this data, sixteen (16) major goals were identified.

- Build capacity of kindergarten childcare.
- Build capacity of full day & year preschool for children aged 3-5 years.
- Build capacity of infant and toddler childcare.
- Integrated, consistent models of training for providers and parents.
- Build capacity for parents to obtain counseling.
- Provide assistance to families to improve their access to services.
- Provide educational opportunities.
- Build capacity for children (0-5 years) and families to recreate.
- Expand teen parent support services.
- All pregnant women will receive prenatal services and education.
- Expand services to special needs infants and children.
- Provide age appropriate mental health services to children.
- Build the capacity for oral health services to children aged 0-5 years.
- Increase access to children's specialty medical services
- Increase access to early intervention health screening and services, including special needs and an emphasis for 0-3 years.
- Decrease the number of children without medical coverage.

Among these goals six (6) are categorized as "children learning: (one goal is duplicated for all three categories), five (5) are "strong families" (one goal is duplicated with "healthy children"), and eight (8) are "healthy children". Of these sixteen (16) goals, nine (9) focus on integrated services.

### **Objectives**

Plumas County Children and Families Commission's strategic plan objectives can be viewed in three major categories: increasing/enhancing services; enhancing the public's awareness; and identifying and overcoming barriers.

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

Enhancing services. Plumas County Children and Families Commission intends to increase/enhance a number of existing services, such as; training for childcare providers, number of sites and slots for childcare, counseling opportunities, parent's quality of experience with services, recreational programs, perinatal support services, number of teen parent graduates, learning opportunities for teen parents, enhance collaboration for service delivery, health of children.

Enhancing awareness. Another set of objectives involve the enhancement of Plumas County residents awareness regarding: child development during ages 0-3 years, the need for sexual assault prevention education, domestic violence prevention education, environmental health dangers, tobacco exposure, etc.; the need for participation by business and faith organizations in services to families; existing availability of mental health counselors; increase awareness of available medical coverage.

Enhance inclusion. Additional Plumas County objectives include identifying and overcoming barriers to: inclusion, access to services, affordable childcare, to develop a countywide master training plan for childcare providers and parents.

### **Public Hearing**

The Plumas County Children and Families Commission widely distributed the strategic plan for public comment and held a public hearing on June 30, 2000 before the Plumas County Board of Supervisors at which the plan was adopted and submitted to the state commission. In 2001, the Plumas County Children and Families Commission reviewed and readopted the strategic plan and set a calendar for a comprehensive reassessment during the next year.

The funding allocation plan is based upon a projected funding availability of \$150,000 per year. One of the Plumas County Children and Families Commission's top priorities is to leverage funding to maximize resources. The Commission's priorities to stretch funds include the following:

The Plumas County Children and Families Commission is committed to the development of a comprehensive revenue maximization strategy to fund services to children and families over the long-term. The revenue maximization plan's purposes include: (1) to develop a cross-agency revenue maximization strategy that can sustain PCCFC programs over long-term, (2) to identify supplementary fiscal and staffing resources through available county, state federal, foundation, corporate and other funding sources, and (3) to promote a funding strategy that considers the need for a continuum of care for children of all ages and their families.

As part of the revenue maximization strategy the Commission will: (1) prioritize programs and fund accordingly, (2) use approximately 25% of Plumas County Children and Families Commission revenues to leverage other state and federal funds, whenever possible, (3) commit to saving the most flexible and unrestricted funds to pay for services that are not covered by any other funding stream, (4) reinvest savings from leveraged dollars to secure more services for families, and (5) conduct fiscal planning with strong interagency commitment and shared risk.

The Plumas County Children and Families Commission shall continue to develop their strategic plan, as it is a "living document". The Commission shall monitor what is working and not working, and involve the public to make appropriate revisions to goals, objectives, strategies, etc.

## **PLUMAS COUNTY CHILDREN AND FAMILIES COMMISSION**

The Plumas County Children and Families Commission's vision is that all Plumas County children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive, well-adjusted members of society.